POSITIONS BY TITLE INQUIRY (QPTL)

Position by Title Inquiry

| Agency | | Organization | | | Selection Date | / / |

Authorized FTE [_____▼] Encumbered FTE

Appointment Allowed
○ Yes ○ No ◉ N/A

Authorized Incumbents [_____▼] Encumbered Incumbents

Recruitment Allowed
○ Yes ○ No ◉ N/A

	Title	Sub-title	Position Number	Short Description	Status	Authorized Incumbents	Authorized FTE	Encumbered Incumbents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

NOTES

POSITIONS BY TITLE INQUIRY (QPTL)

The Positions by Title Inquiry (QPTL) window displays position information, including Title, Sub-title, Position Number, Short Description, Status, Authorized Incumbents and FTE, Filled Incumbents and FTE, and Overfill Authorization. The inquiry is sorted by title and can include all positions, or only positions that fit within selected parameters, as of a specified date.

Step 1 To open QPTL from the SAM II Desktop Navigator window, click on the Go To icon. Type QPTL in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPTL window.

AGENCY – Required. Enter the code for the agency for which position information is to be displayed. Valid agency codes can be found on the Agency Index (AGCY) window. Type **650**.

ORGANIZATION – Required. Enter the code for the organization for which position information is to be displayed. Valid agency codes can be found on the Organization Index (ORGN) window. Type **4115**.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPTL inquiry.

SELECTION DATE – Optional. Enter a date to view position information as of that date. To view current position information, leave this field blank and the system will default to the current date.

AUTHORIZED FTE/ENCUMBERED FTE – Optional. Select a value from the drop down menu to view only positions that fit the specified authorized/filled FTE parameter. Valid values are:

- is Equal To -- limits the inquiry to only those positions that have the same number of authorized full time equivalents (FTEs) as filled FTEs with no overflow;

- is Greater Than --limits the inquiry to only those positions that have more authorized FTEs than filled FTEs (i.e., positions with vacancies); and

- is Less Than -- limits the inquiry to only those positions that have fewer authorized FTEs than filled FTEs (i.e., positions that are overfilled).

Leave this field blank if authorized/filled FTE is not a desired parameter.

POSITIONS BY TITLE INQUIRY (QPTL)

Position by Title Inquiry

Agency		Organization			Selection Date	/ /	

Authorized FTE [▼] Encumbered FTE

Appointment Allowed
○ Yes ○ No ◉ N/A

Authorized Incumbents [▼] Encumbered Incumbents

Recruitment Allowed
○ Yes ○ No ◉ N/A

	Title	Sub-title	Position Number	Short Description	Status	Authorized Incumbents	Authorized FTE	Encumbered Incumbents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

NOTES

POSITIONS BY TITLE INQUIRY (QPTL)

Step 3 Let's continue to review the remaining fields of the QPTL inquiry.

AUTHORIZED INCUMBENTS/ENCUMBERED INCUMBENTS – Optional. Select a value from the drop down menu to view only positions that fit the specified authorized/filled incumbents parameter. Valid values are:

- is Equal to -- limits the inquiry to only those positions that have that same number of authorized incumbents as filled incumbents with no overflow;

- is Greater Than -- limits the inquiry to only those positions that have more authorized incumbents than filled incumbents (i.e., positions with vacancies); and

- is Less Than -- limits the inquiry to only those positions that have fewer authorized incumbents than filled incumbents (i.e., positions that are overfilled).

Leave this field blank if authorized/filled incumbents is not a desired parameter.

APPOINTMENT ALLOWED – Optional. Indicate whether to view only positions that fit the specified appointment allowed parameter.

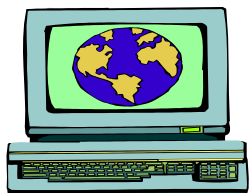**RECRUITMENT ALLOWED** – Optional. Indicate whether to view only positions that fit the specified recruitment allowed parameter.

TITLE – Inferred. Displays the position's title code.

SUB-TITLE – Inferred. Displays the position's sub-title code.

POSITION NUMBER – Inferred. Displays the position number.

SHORT DESCRIPTION – Inferred. Displays the short description of the position.

POSITIONS BY TITLE INQUIRY (QPTL)

Position by Title Inquiry									_ □ ×

Agency [ ] Organization [ ] Selection Date [/ /]

Authorized FTE [▼] Encumbered FTE

Appointment Allowed
○ Yes ○ No ● N/A

Authorized Incumbents [▼] Encumbered Incumbents

Recruitment Allowed
○ Yes ○ No ● N/A

	Title	Sub-title	Position Number	Short Description	Status	Authorized Incumbents	Authorized FTE	Encumbered Incumbents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

NOTES

POSITIONS BY TITLE INQUIRY (QPTL)

Step 3 Let's continue to review the remaining fields of the QPTL inquiry.

STATUS – Inferred. Displays the position status code.

AUTHORIZED INCUMBENTS – Inferred. Displays the number of incumbents authorized for the position.

AUTHORIZED FTE – Inferred. Displays the number of full time equivalents authorized for the position.

ENCUMBERED INCUMBENTS – Inferred. Displays the number of filled incumbents in the position.

ENCUMBERED FTE – Inferred. Displays the number of filled full time equivalents in the position.

OVERFILL AUTHORIZATION – Inferred. Displays the overfill indicator. Valid values are:

- **N** if overfill is not allowed for either incumbents or full-time equivalents FTEs

- **B** if overfill is allowed for both incumbents and FTEs;

- **I** if overfill is allowed for incumbents only;

- **F** if overfill is allowed for FTEs only.

Step 4 Close the QPTL window.

TITLE CATEGORIES FOR TITLE (QTCT) INQUIRY

	Title	Description	Category	Date	Date	Long Description
1	000150	COMPUTER INFO TECH TRAINEE	00151J	01 01 20	99 99 99	INFO SPRT CRD/C
2	000150	COMPUTER INFO TECH TRAINEE	00151M	01 01 20	99 99 99	COMP INFO TECH
3	000150	COMPUTER INFO TECH TRAINEE	00152M	01 01 20	99 99 99	COMP INFO TECH
4	000150	COMPUTER INFO TECH TRAINEE	00153J	01 01 20	99 99 99	GEOLOGIST/COM
5	000150	COMPUTER INFO TECH TRAINEE	00153M	01 01 20	99 99 99	COMP INFO TECH
6	000151	COMPUTER INFO TECHNOLOGIST I	00151J	01 01 20	99 99 99	INFO SPRT CRD/C

ADVANTAGE Desktop - OA70 - [Title Categories for Title]

File Edit Display Modify Window Help

Messages   4:29 PM   04/24/00

NOTES

TITLE CATEGORIES FOR TITLE (QTCT) INQUIRY

The Title Categories for Title (QTCT) window displays all of the title categories that a title is included in.

Note: A title category identifies multiple titles associated with a position (e.g., multi-allocations, job clusters, trainee assignments, etc.).

Step 1 To open QTCT from the SAM II Desktop Navigator window, click on the Go To icon. Type QTCT in the "CODE". Click on the Open button.

Step 2 Populate the following field to narrow your search on the QTCT window.

> **TITLE** –Optional. Enter the code for the title for which title categories are to be displayed. Valid title codes can be found on the Title (TITL) window. Type **000150**.

> Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPTL inquiry.

> **DESCRIPTION** – Inferred. Displays the long description of the title.

> **CATEGORY** – Optional. Displays the title category code for the title.

> **DATE** – Optional. Displays the effective date of the title.

> **DATE** – Optional. Displays the expiration date of the title.

> **LONG DESCRIPTION** – Inferred. Displays the long description of the title category.

Step 4 Close the QTCT window.
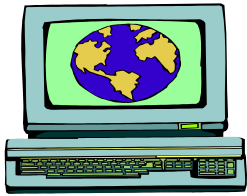
POSITION BUDGET CONTROL PROCESS

STEP 1: REFERENCE TABLES

Expense Category (PEXP)

Position Budget Status (PSBS)

STEP 2: BUDGETING POSITIONS

Complete the Position Budget Maintenance (PBMT)

STEP 3: POSITION ACTUAL EXPENDITURES FROM PAY CYCLE

Offline Processes

Position Control Accounting Interface (HK00100C)

Position Control General Ledger Report (HK00200C)

STEP 4: INQUIRIES

Position Agency Budget [Months 1-6] (QPAB)

Position Agency Budget [Months 7-12] (QPA2)

Position Organization Budget [Months 1-6] (QPOB)

Position Organization Budget [Months 7-12] (QPO2)

Position Budget vs. Actuals [Months 1-6] (QPBA)

Position Budget vs. Actuals [Months 7-12] (QPB2)

POSITION BUDGET CONTROL INQUIRIES

The following inquiry windows provide position budget information for review. If an agency utilizes the Position Budget Control functionality optionally offered by the SAM II HR/Payroll system, these inquiries will serve as instruments in monitoring and assessing position budget information.

To further assist users with visual images, these inquiry windows provide charts that compare the position budgeted amount vs. position actual expenses based on information updated.

POSITION AGENCY BUDGET INQUIRY [MONTHS 1-6] (QPAB) – The Position Agency Budget Inquiry [Months 1-6] (QPAB) displays agency-wide budget vs. actuals by expense category for the fiscal months one through six. It provides a mechanism for monitoring actuals against plan for expenditures and budgeted units such as hours.
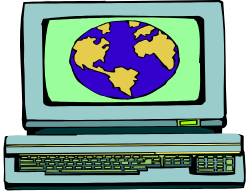
POSITION AGENCY BUDGET INQUIRY [MONTHS 7-12] (QPA2) – The Position Agency Budget Inquiry [Months 7-12] (QPA2) displays agency-wide budget vs. actuals by expense category for the fiscal months seven through twelve. It provides a mechanism for monitoring actuals against plan for expenditures and budgeted units such as hours.

POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 1-6] (QPOB) – The Position Organization Budget Inquiry [Months 1-6] (QPOB) provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category for the fiscal months one through six.

POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 7-12] (QPO2) – The Position Organization Budget Inquiry [Months 7-12] (QPO2) provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category for the fiscal months seven through twelve.

POSITION BUDGET VS. ACTUALS [MONTHS 1-6] (QPBA) – The Position Budget Versus Actuals [Months 1-6] (QPBA) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the first six months of a fiscal year for each expense category.

POSITION BUDGET VS. ACTUALS [MONTHS 7-12] (QPB2) – The Position Budget Versus Actuals [Months 7-12] (QPB2) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the second six months of a fiscal year for each expense category.

POSITION AGENCY BUDGET INQUIRY [MONTHS 1-6] (QPAB)

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ADVANTAGE Desktop - OA134
File  Edit  Display  Window  Help
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Position Agency Budget Inquiry (Months 1-6)

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year	01	Agency 350	Expense Category REGLR
Pay Input Definition	T		
Fiscal Year Total	0:00	0:00	0:00
	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
1	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
2	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
3	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
4	0:00	0:00	0:00
	950,000.00	0.00	950,000.00
5	0:00	0:00	0:00
	100,000.00	0.00	100,000.00

END OF INQUIRY   Messages   12:18 PM 07/12/00

NOTES

POSITION AGENCY BUDGET INQUIRY [MONTHS 1-6] (QPAB)

The Position Agency Budget Inquiry [Months 1-6] (QPAB) displays agency-wide budget vs. actuals by expense category for the fiscal months one through six. It provides a mechanism for monitoring actuals against plan for expenditures and budgeted units such as hours.

The Position Agency Budget Inquiry [Months 7-12] (QPA2) displays the fiscal months seven through twelve and totals, which are not appearing on this window. Selecting Display: Related Data allows you to access the second window of information without reentering the required fields of Fiscal Year, Agency and Expense Category.

Step 1 To open QPAB from the SAM II Desktop Navigator window, click on the Go To icon. Type QPAB in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPAB window.

> **FISCAL YEAR** – Required. Enter the fiscal year for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type **01**.

> **AGENCY** – Required. Enter the agency code. Valid values are located on the Agency Index (AGCY) window. Type **350**.

> **EXPENSE CATEGORY** – Optional. You can enter the expense category to further refine the selection. If the expense category is not specified, the system displays budget vs. actuals for each expense category in ascending order by code. Valid values are located on the Expense Category (PEXT) or Override Budget Level (PEX2) windows. Type **REGLR**.

> Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPAB inquiry.

> **PAY INPUT DEFINITION** – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

> **FISCAL YEAR BUDGETED UNITS/AMOUNT** – Display only. The budgeted units and amount for the fiscal year are displayed.

> **FISCAL YEAR ACTUAL UNITS/AMOUNT** – Display only. The actual units and amount for the fiscal year are displayed.

POSITION AGENCY BUDGET INQUIRY [MONTHS 1-6] (QPAB)

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File  Edit  Display  Window  Help
```

Position Agency Budget Inquiry (Months 1-6)

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year	01	Agency 350	Expense Category REGLR
Pay Input Definition	T		

Fiscal Year Total	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
	0:00	0:00	0:00
	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
1	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
2	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
3	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
4	0:00	0:00	0:00
	950,000.00	0.00	950,000.00
5	0:00	0:00	0:00
	100,000.00	0.00	100,000.00

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✉ END OF INQUIRY            ↕ Messages          12:18 PM  07/12/00
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NOTES

POSITION AGENCY BUDGET INQUIRY [MONTHS 1-6] (QPAB)

Step 3 Let's continue to review the remaining fields of the QPAB inquiry.

FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months one through six are displayed.

FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months one through six are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months one through six are displayed.

Step 4 Close the QPAB window.

POSITION AGENCY BUDGET INQUIRY [MONTHS 7-12] (QPA2)

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File Edit Display Window Help				

Position Agency Budget Inquiry (Months 7-12)

Fiscal Year	01	Agency	350	Expense Category	REGLR

Pay Input Definition T

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0:00	0:00	0:00
	4,700,000.00	0.00	4,700,000.00
Fiscal Month			
7	0:00	0:00	0:00
	1,000,000.00	0.00	1,000,000.00
8	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
9	0:00	0:00	0:00
	100,000.00	0.00	100,000.00
10	0:00	0:00	0:00
	950,000.00	0.00	950,000.00

END OF INQUIRY	Messages	12:20 PM 07/12/00

NOTES

POSITION AGENCY BUDGET INQUIRY [MONTHS 7-12] (QPA2)

The Position Agency Budget Inquiry [Months 7-12] (QPA2) displays agency-wide budget vs. actuals by expense category for the fiscal months seven through twelve. It provides a mechanism for monitoring actuals against plan for expenditures and budgeted units such as hours.

The Position Agency Budget Inquiry [Months 1-6] (QPAB) displays the fiscal months one through six and totals, which are not appearing on this window. Selecting Display: Related Data allows you to access the second window of information without reentering the required fields of Fiscal Year, Agency and Expense Category.

Step 1 To open QPA2 from the SAM II Desktop Navigator window, click on the Go To icon. Type QPA2 in the "CODE". Click on the Open button.

Step 2 Populate the following fields to narrow your search on the QPA2 window.

FISCAL YEAR – Required. Enter the fiscal year for the budget you want to retrieve. Valid values are located on the Fiscal Year (FSYR) window. Type **01**.

AGENCY – Required. Enter the agency code. Valid values are located on the Agency Index (AGCY) window. Type **350**.

EXPENSE CATEGORY – Optional. You can enter the expense category to further refine the selection. If the expense category is not specified, the system displays budget vs. actuals for each expense category in ascending order by code. Valid values are located on the Expense Category (PEXT) or Override Budget Level (PEX2) windows. Type **REGLR**.

Select **Display: Browse Data**

Step 3 Let's review the remaining fields of the QPA2 inquiry.

PAY INPUT DEFINITION – Display Only. This field indicates whether pay input is entered in time, units, or dollars.

FISCAL YEAR BUDGETED UNITS/AMOUNT – Display only. The budgeted units and amount for the fiscal year are displayed.

FISCAL YEAR ACTUAL UNITS/AMOUNT – Display only. The actual units and amount for the fiscal year are displayed.

POSITION AGENCY BUDGET INQUIRY [MONTHS 7-12] (QPA2)

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Position Agency Budget Inquiry (Months 7-12)                       _ □ ×

Fiscal Year        01        Agency    350      Expense Category    REGLR
Pay Input Definition  T
                   Budgeted                Actual                Variance
                   Units / Amount          Units / Amount        Units / Amount
Fiscal Year                0:00                    0:00                  0:00
Total
                   4,700,000.00                    0.00          4,700,000.00
Fiscal Month
          7                0:00                    0:00                  0:00
                   1,000,000.00                    0.00          1,000,000.00
          8                0:00                    0:00                  0:00
                    100,000.00                     0.00           100,000.00
          9                0:00                    0:00                  0:00
                    100,000.00                     0.00           100,000.00
         10                0:00                    0:00                  0:00
                    950,000.00                     0.00           950,000.00

END OF INQUIRY                          Messages              12:20 PM  07/12/00
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NOTES

POSITION AGENCY BUDGET INQUIRY [MONTHS 7-12] (QPA2)

Step 3 Let's continue to review the remaining fields of the QPA2 inquiry.

FISCAL YEAR VARIANCE UNITS/AMOUNTS – Display only. The variance units/amount for the fiscal year are displayed.

FISCAL MONTH BUDGETED UNITS/AMOUNT – Display only. The budget totals for the fiscal months seven through twelve are displayed.

FISCAL MONTH ACTUAL UNITS/AMOUNT – Display only. The actual units/amount totals for the fiscal months seven through twelve are displayed.

FISCAL MONTH VARIANCE UNITS/AMOUNT – Display only. The variance units/amount totals for the fiscal months seven through twelve are displayed.

Step 4 Close the QPA2 window.
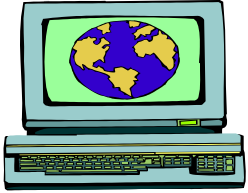
POSITION ORGANIZATION BUDGET INQUIRY [MONTHS 1-6] (QPOB)

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File  Edit  Display  Window  Help
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Position Organization Budget Inquiry (Months 1-6)

Fiscal Year	01	Agency	350	Organization	3120	Expense Category	REGLR

Pay Input Definition   T

	Budgeted Units / Amount	Actual Units / Amount	Variance Units / Amount
Fiscal Year Total	0.00	0.00	0.00
	4,700,000.00	0.00	4,700,000.00
Fiscal Month 1	0.00	0.00	0.00
	1,000,000.00	0.00	1,000,000.00
2	0.00	0.00	0.00
	100,000.00	0.00	100,000.00
3	0.00	0.00	0.00
	100,000.00	0.00	100,000.00
4	0.00	0.00	0.00
	950,000.00	0.00	950,000.00
5	0.00	0.00	0.00
	100,000.00	0.00	100,000.00

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✉ END OF INQUIRY                    ⬍ Messages          12:22 PM  07/12/00
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NOTES